

**CHESTERFIELD COUNTY PURCHASING DEPARTMENT**  
**CONTRACT PRICING/INFORMATION SHEET**

Dunbar Armored Inc.  
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F.O.B.: Chesterfield County  
Delivery: As Required

**CONTRACT SUBJECT:** Armored Car Service  
**PRODUCT CODE:** 990-10  
**CONTRACT PERIOD:** September 1, 2017 through August 31, 2018  
(Fifth of Five Terms)  
**CONTRACT NUMBER:** 13-0831

**INSTRUCTIONS**

The contractor shall provide services only after receipt of a written or verbal Chesterfield County Purchase Order containing a purchase order number. Any services provided without a written purchase order or a verbal request containing a purchase order number shall be at the contractor's expense.

The using department/schools shall include the applicable contract number on each purchase requisition/purchase order.

Purchase Orders issued against the contract are limited to goods and services contained in the contract.

Inspection of all goods/services received and approval of the Contractor's invoice is the responsibility of the using departments/schools. The pricing on the invoice must be in accordance with the contract pricing.

**PRICING SCHEDULE**

Item	Pickup Location/Deliver to Location	Monthly Rate
1.	Chesterfield County Circuit Court Clerk, Courts Building, 9500 Courthouse Road, Chesterfield County, VA 23832 and deliver to BB&T, 9970 Ironbridge Road, Chesterfield, Virginia 23832 - same day deposit.	\$499.45
2.	Chesterfield County Juvenile & Domestic Relations Court, 7000 Lucy Corr Boulevard, Chesterfield, VA 23832 and deliver to BB&T, 9970 Ironbridge Road, Chesterfield, Virginia 23832 – same day deposit.	\$499.45
3.	Chesterfield County General District Court, Courts Building, 9500 Courthouse Road, Chesterfield, VA 23832 and deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, Virginia 23320 – deposit before noon the following banking day.	\$499.45
Item	Pickup Location/Deliver to Location	Monthly Rate

4.	Chesterfield County Treasurer's Office, Room 101, Lane Ramsey Administration Building, 9901 Lori Road, Chesterfield, Virginia 23832 and deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, Virginia 23320 – deposit before noon the following banking day.	\$405.52
5.	Chesterfield County Utilities Department and Building Inspection's Office, 9840 Government Center Parkway, Chesterfield, Virginia 23832 and deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, Virginia 23320 – deposit before noon the following banking day.	\$405.52
6.	Chesterfield County Southern Area Convenience Center (SACC), 6700 Landfill Drive, Chester, Virginia 23831 and deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, Virginia 23320 – deposit before noon the following banking day.	\$235.04
7.	Chesterfield County Northern Area Convenience Center (NACC), 3200 Warbro Road, Midlothian, Virginia 23113 and deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, Virginia 23320 – deposit before noon the following banking day.	\$235.04

Prices are firm during contract term.

### **RENEWAL OF CONTRACT**

This contract may be renewed by the County for four (4) successive one year periods under the terms and conditions of the original contract except as stated in subsections A and B below. Price increases may be negotiated only at the time of renewal. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

- A. If the County elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased by more than the percentage increase of the Other Services category of the All Urban Consumers section of the Consumer Price Index (CPI-U) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/cpi>.
- B. If during any subsequent renewal periods, the County elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increase of the Other Services category of the All Urban Consumers section of the Consumer Price Index (CPI-U) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/cpi>.

### **SCOPE OF WORK/SPECIFICATIONS**

- A. Contractor shall pick up monies, checks and receipts at various County locations as needed and deliver to the specified financial institutions or office. Contractor shall provide services each day of the week before 12:00 noon except on Sunday or other days when County offices are closed. The two (2) Convenience Center locations collection days are Monday, Friday and Saturday.
- B. Deposits will be placed in tamper proof sealed package(s) marked with the pickup location, date, name of person preparing the deposit, description of contents and a deliver to address. Packages shall be provided by the Contractor. Contractor shall provide receipt books or other tracking methods as needed by the agencies at no cost to the County. Contractor shall accept and give receipt for all securely sealed packages, and its receipt shall be evidence that the packages were properly sealed. "Sealed Packages" shall be construed as items packaged in such a way as to be securely closed and fastened, with property encased and firmly fixed inside, using an instrument which cannot be removed or refastened to the shipment without leaving external, visible signs of tampering.
- C. Deposit receipts and bags are to be returned to the respective County location at the time of the next pick up. Any security deposit containers, such as moneybags, which are lost by the Contractor, if not recovered within seven (7) calendar days, shall be replaced at no cost to the County.
- D. Contractor shall provide armed, uniformed, licensed guards who have been trained and are experienced in armored car pick up and delivery service. A minimum of two (2) such guards must be provided per vehicle. Guards are to be bonded and licensed and properly trained in the use of firearms. Guards must wear and present a carrier issued photo identification card at all pick up points. Contractor shall provide 2-way radios or some other type of communication equipment for use by the guards.
- E. The County reserves the right to add or delete pick up locations, change the day and/or times of service, change location of deposit, add or delete similar services as needed during the term of the contract. Any such change shall be done only after proper notification, in writing, has been given to the Contractor. Variations in methods of pick ups are to be coordinated with the appropriate department being serviced. Pricing for services to be added to the contract will be mutually agreed to by the County and the Contractor.
- F. Vehicles used for services provided under the contract shall be owned, in good operating condition and operated by the Contractor at the Contractor's expense. All motor equipment vehicles shall be properly "armored" and equipped for the services to be performed. No standard street vehicle such as non-armored automobiles, vans or trucks shall be used. Only armored cars meeting the standards of the accepted industry definition of such vehicles will be accepted.
- G. After award of the contract, the County will provide the contractor with the names and telephone numbers of all department representatives. These individuals will serve as the daily contacts with the contractor for any questions for that department.
- H. The Contractor shall assign a project manager to interface with the County for any resulting contract from this solicitation. The project manager shall handle and resolve all issues including, but not limited to pick ups, billing and reporting.

## Security License

- A. Contractor shall at all times observe and comply with all federal and state laws, local ordinances and regulations and shall obtain all permits required to provide armored car services.
- B. The contractor shall be licensed by the Commonwealth of Virginia Department of Criminal Justice Services to provide private security services. The Contractor shall remain licensed throughout the contract period and for any contract renewals.
- C. The contractor shall comply with all regulatory bonding requirements necessary for compliance as a private security armored car business.

Deposits shall be picked up from the following locations:

- A. Chesterfield County Circuit Court Clerk, Courts Building, 9500 Courthouse Road, Chesterfield, VA 23832.
- B. Chesterfield County Juvenile & Domestic Relations Court, 7000 Lucy Corr Boulevard, Chesterfield, VA 23832.
- C. Chesterfield County General District Court, Courts Building, 9500 Courthouse Road, Chesterfield, VA 23832.
- D. Chesterfield County Treasurer's Office, Room 101, Lane Ramsey Administration Building, 9901 Lori Road, Chesterfield, VA 23832.
- E. Chesterfield County Utilities Department and Building Inspection's Office, 9840 Government Center Parkway, Chesterfield, VA 23832.
- F. Chesterfield County Southern Area Convenience Center (SACC), 6700 Landfill Drive, Chester, VA 23831.
- G. Chesterfield County Northern Area Convenience Center (NACC), 3200 Warbro Road, Midlothian, VA 23113.

Deposits shall be made same day to the following location for:

- A. Circuit Court Clerk - deliver to BB&T Branch at 9970 Ironbridge Road, Chesterfield, VA 23832.
- B. Juvenile & Domestic Relations Court - deliver to BB&T Branch at 9970 Ironbridge Road, Chesterfield, VA 23832.

Deposits shall be made before 12:00 Noon on the following banking day to the following location for:

- A. General District Courts - deliver to Wells Fargo Bank. Chesapeake Cash Vault, Chesapeake, VA.
- B. Treasurer's Office - deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, VA.
- C. Utilities Department and Building Inspection's Office - deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, VA.
- D. Chesterfield County Southern Area Convenience Center (SACC) - deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, VA.

- E. Chesterfield County Northern Area Convenience Center (SACC) - deliver to Wells Fargo Bank, Chesapeake Cash Vault, Chesapeake, VA.